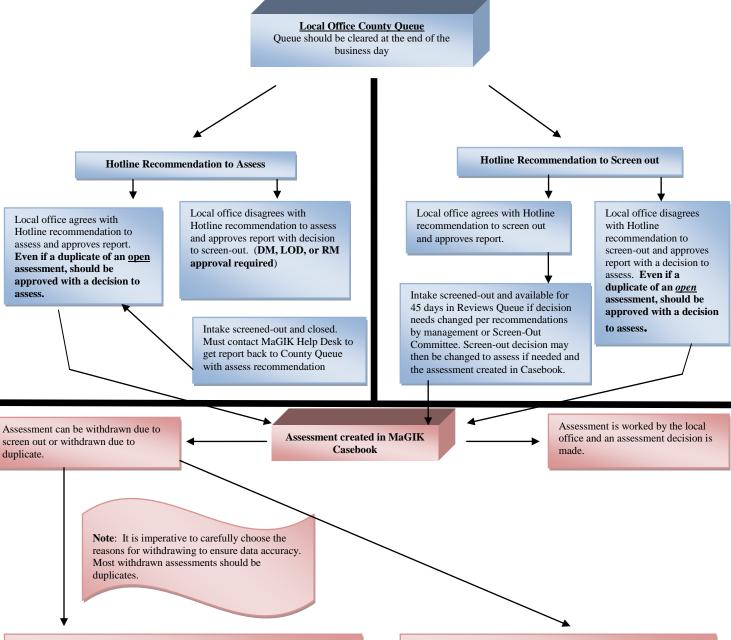


## INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL

**Tool Name:** 3 - A Tool: Intake Decision Process Flowchart **Effective Date:** August 1, 2015

Reference: Chapter 3 & 4 Version: 1



**Duplicate:** Assessment involves the same alleged perpetrator, same victim, and same incident or allegations as an <u>open</u> assessment. **Only one assessment should be completed for the same incident**. Withdrawal should occur within 72 hours of assessment creation. Attach the duplicate 310 to the assessment that is worked and note any professional report sources of withdrawn assessment.

Screen-out: Screen-outs should almost exclusively happen in the county queue. Only under rare circumstances should an assessment be withdrawn due to screen-out in Casebook. Screen-outs need to be captured accurately for data pulls and screen-out committees within the county queue. Do not screen-out duplicate assessments.